



California Public Employees  
Retirement System

**Digital Composition Specialist I**  
**Departmental Promotional Examination**  
**Exam Code: 5PA36**  
**Final File Date: September 17, 2015**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**WHO MAY APPLY**

This is a promotional examination for CalPERS. 1) Applicants must have a permanent civil service appointment with CalPERS as of the final filing date in order to participate in this examination (see "General Information, Promotional Examinations Only", for exceptions to this requirement); or 2) Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or 3) Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or 4) Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

**HOW TO APPLY**

Applications (STD 678) are available through the internet at <http://www.jobs.ca.gov> and at the testing office shown below. Applications (STD 678) may be delivered in person or by mail. Please submit to:

**Deliver in Person:**

CalPERS  
Human Resources Division  
Exam Unit - (Attn: Melinda Mercado)  
400 P Street, Room 3260, LPN  
Sacramento, CA 95811

**By Mail to:**

CalPERS  
Human Resources Division  
Exam Unit - (Attn: Melinda Mercado)  
P.O. Box 942718  
Sacramento, CA 94229-2718

**PLEASE REFER TO EXAM CODE 5PA36 ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO CALHR OR THE STATE PERSONNEL BOARD.**

**FINAL FILING DATE**

**September 17, 2015.** A State Application (STD 678) and college documents (if applicable) must be postmarked no later than the final filing date. Applications that are postmarked, personally delivered, or received via interoffice mail after CLOSE OF BUSINESS (5:00 pm) on the final filing date **will not be accepted for any reason.** Applications must have an original signature and will not be accepted via e-mail, internet, or by fax.

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the STD 678 – State Application. You will be contacted to make special testing arrangements. If you have not been contacted by the time you receive a notice to appear, contact the CalPERS Examination Unit at (916) 795-3065.

**SALARY RANGE**

Minimum **\$2882** Maximum **\$4224**

**POSITION DESCRIPTION AND LOCATION**

The Digital Composition Specialist I is the entry and first working level for the series. Under general supervision, incumbents perform the less complex work and prepare camera-ready copy for the traditional or digital publication of forms, charts, diagrams, documents, brochures, and other printed material. The level of complexity of the work and utilization of sophisticated software applications will increase as incumbents become knowledgeable to effectively and efficiently produce the desired product.

**Positions exist with the California Public Employees' Retirement System in Sacramento.**

**EXAMINATION INFORMATION**

This examination utilizes an evaluation of education and experience (E&E) weighed 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

**NOTE:** Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

<b>EXAMINATION INFORMATION CONT</b>	<p>The CalPERS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p>
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<p><b>NOTE: All applicants must meet the education and/or experience requirements for this examination by <u>September 17, 2015</u>, the final filing date.</b></p> <p>It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. Resumes will not be accepted in lieu of a completed State Application (STD 678). College course information must include: title, number of semester or quarter credits, name of institution, completion dates, and degree (if applicable). <b>All applicants must submit proof of the required education (if applicable) at the time of filing with the State Application (STD 678). Applications received without this information <u>will be rejected</u>.</b></p>
<b>MINIMUM QUALIFICATIONS</b>	<p><b>All Levels:</b> Equivalent to completion of the twelfth grade.</p> <p style="text-align: center;"><b>Either I</b></p> <p>Six months of education/experience in the California state service performing the duties equivalent to a Word Processing Technician, Range A, within a printing, publishing, duplicating, reproduction, layout, or imposition related field.</p> <p style="text-align: center;"><b>OR II</b></p> <p>Six months of varied experience in the application of page layout or graphic design software for use in the creation of publications.</p> <p style="text-align: center;"><b>OR III</b></p> <p>Possession of a postsecondary certificate of completion of a business or vocational course of study in page layout and/or graphic design software with an emphasis on publishing applications.</p>
<b>EXAMINATION SCOPE</b>	<p style="text-align: center;"><b><u>Evaluation of Education and Experience (E&amp;E) - Weighed 100%,</u></b></p> <p><b>Note:</b> To assist candidates in preparing for this examination the exam scope is as follows:</p> <p><b>Knowledge of:</b></p> <ol style="list-style-type: none"> <li>1. Proper punctuation, spelling, and grammar.</li> <li>2. Basic printing typography including fonts, point sizes, and spacing.</li> <li>3. Page layout software.</li> <li>4. Computer operating systems.</li> <li>5. Basic printing and publishing terminology.</li> <li>6. Proper equipment maintenance.</li> <li>7. Page design.</li> <li>8. Basic mathematical computations.</li> <li>9. Basic principles, capabilities, and operation of computer systems.</li> <li>10. Inks, paper, and other material used in publication manufacturing processes.</li> <li>11. Preparation of materials to be used in publishing.</li> </ol> <p><b>Ability to:</b></p> <ol style="list-style-type: none"> <li>1. Communicate effectively.</li> <li>2. Learn and apply office policies, rules, regulations, and procedures.</li> <li>3. Follow oral and written directions.</li> <li>4. Use specialized software applications in the composition of various publications.</li> <li>5. Convert and transmit electronic files.</li> <li>6. Respond to multiple work priorities.</li> <li>7. Lift up to 75 pounds.</li> <li>8. Carry up to 50 pounds.</li> <li>9. Push a cart up to 1 block for receipt and distribution of materials.</li> <li>10. Reach up to 18 inches above head for storing and retrieving materials.</li> <li>11. Work in a setting with a moderate noise level and varying temperatures.</li> <li>12. Work with and/or move heavy objects.</li> </ol>
<b>EXAMINATION SCOPE CONT</b>	

13. Stand, sit, bend, stoop or kneel for prolonged periods of time.

<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Willingness to work at night and overtime; color vision sufficient to perform the essential functions of the job; work as a member of a team; and work cooperatively and interact courteously with all levels of staff, customers, vendors, and other parties.
<b>DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS</b>	The words "duties of a class with a level of responsibility" means that the applicant must have State civil service experience of appropriate type and length in a class at the same or higher level of responsibility as the class specified.
<b>ELIGIBLE LIST INFORMATION</b>	A departmental promotional eligible list will be established for CalPERS. The list will be abolished <b>12 months</b> after it is established <u>unless</u> the needs of the service and conditions of the list warrant a change in this period.
<b>CAREER CREDITS</b>	Career credits <u>will not</u> be granted in this examination.
<b>VETERANS PREFERENCE</b>	Veterans' preference credit <u>is not granted</u> in promotional examinations.
<b>QUESTIONS</b>	If you have any questions regarding this announcement, please contact CalPERS Exam Services Unit – Melinda Mercado at (916) 795-9789.
BRD: September 2, 2015	
Class Code: 7255	
Schematic Code: RH88	

#### GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 three days prior to the written test date if he/she has not received his/her notice.

**For an examination without a written feature** it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

**Applications are available** at California Department of Human Resources (CalHR), local offices of the Employment Development Department, the CalPERS personnel office and online at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**CalPERS reserves the rights** to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at California Department of Human Resources office's (CalHR) Jobs Center.

**General Qualifications:** Candidates should possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in appraising experience, more weight will be given to the breadth of experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience.

**Career Credits:** Career Credits are granted only in Open, Non-promotional examinations, as follows: 1) State employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provision of Section 4 of the Article VII of the California Constitution, meet all qualification requirements specified by the Board, and have 12 consecutive months of service in an exempt position; and 3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who pass the

examination. Such examinations cannot be for managerial positions as described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application Form 678. (Section 4 of the Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

**How to Apply For Veterans Preference:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Developmental (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in a place of high school on a year-for-year basis.

**TDD is Telecommunication Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Service for the Deaf or Hearing Impaired: From TDD Phones: 1-800-735-2929, From Voice Phones: 1-800-735-2922**